



Carol M. Palmore
Secretary

COMMONWEALTH OF KENTUCKY
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Paul E. Patton
Governor

March 17, 2000

MEMORANDUM

PERSONNEL MEMO 00- 5

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Employee Categories

House Bill 727, enacted during the 1998 Session of the General Assembly, provided for three categories of employees in state government, i.e., full-time, part-time, and interim. Those categories are defined as follows:

- Full-time - A full-time position is one, other than interim, requiring an employee to work at least thirty-seven and one half (37.5) hours in a work week with certain exceptions made for employees in state parks and health care facilities.
- Part-time - A part-time position is one, other than interim, requiring an employee to work less than one hundred (100) hours per month.
- Interim - An interim position is one established to address a one time or recurring need of less than nine (9) months in duration.



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Prior to this legislation becoming effective in July of 1998, we received questions from a number of agencies with respect to whether a full-time employee could work less than 37 ½ hours a week on a continuing basis and still receive benefits and be considered a full-time employee. In response to those inquiries, I issued Personnel Memo 98-6. A copy of that memo is attached and I draw your attention specifically to the first paragraph on the second page.

Recently, we noticed that some agencies are employing individuals in full-time positions, but are working these individuals just in excess of one hundred (100) hours per month and providing benefits. Allowing full-time employees to work less than full-time is strictly prohibited unless it meets the criteria contained in Personnel Memo 98-6. Part of that criteria requires the prior approval of the appointing authority, the employee's Cabinet Secretary (if different from the appointing authority), and the Personnel Cabinet Secretary.

Please make sure your agency complies with the requirements mentioned above. If you have questions with respect to this issue, please call Jackie Shrout at 502-564-6464.

CMP:lw



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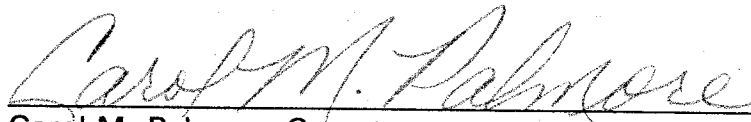
June 11, 1998

MEMORANDUM

PERSONNEL MEMO 98 - 6

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Special Leaves of Absence

The Personnel Cabinet has recently received questions from a number of agencies and individual employees with respect to the circumstances under which Leave Without Pay may be granted. In addition to Sick Leave Without Pay, Family Leave and Military Leave, the Personnel Administrative Regulations provide for two situations in which authorized leave without pay may be granted.

The first allows an agency to grant special leave for education or training which relates to an employee's work and will benefit the state. This type of leave may be granted with or without pay. Requests for approval of this type of leave should be made in advance by the appointing authority through my office.

The second type of special leave allows an appointing authority, with the approval of the Secretary of Personnel, to grant an employee a leave of absence without pay for purposes other than those mentioned above and that are of tangible benefit to the state. This is strictly a management option, not an employee preference or entitlement.

The question has arisen as to whether an employee may be granted leave without pay for a specified number of hours each week. We find nothing in the regulations or Chapter 18A that would prevent this. However, this recurring leave without pay will require prior approval by the appointing authority, the employee's Cabinet Secretary (if different from the appointing authority), and the Personnel Cabinet Secretary. The Personnel Cabinet's consideration of this type of request will be based on the justification provided by the agency outlining in detail how granting such leave is of tangible benefit to the state.

An employee must have exhausted all of his or her accumulated annual and compensatory leave before leave without pay may be used under the circumstances outlined in the second type of special leave.

CMP:lw